

**Space Family Education, Inc.
Board of Director's General Meeting**

Thursday, March 25, 2010

Safety Report

Close Calls: Reported smell of gas in kitchen. Cause was pilot light left off after work on stove.

Accident/Illness Report:

Nicole submitted the required Health and Safety Corrective Action Plan to JSC. She talked about it with the teachers and the staff meeting, and put in place incentive program for teachers with no safety incidents.

Nicole will make sure to include Sylvia on future Close Call and mishap reports.

Mishap – employee tripped and had hip and shoulder pain, resolved with tylenol

Director's Report

Staffing

Having interviews for subs

Need to work details of keeping Amanda on permanently – maybe request modular office furniture for front hall. Would need SR and for cable drop and 174 for move. Carla Bell, Libby Moreno may be able to help.

Operations

Nothing to report.

FACILITY

ParentWatch up and running.

SPECIAL EVENTS

4/1 Easter Bunny

4/8 Vision and Hearing Screening

4/22 Earth Day

5/7 Muffins for Mom

Committees Report

Education Curriculum

May need to find new sign language and movement teacher for next year if Ms. Theresa has to take full-time position to get benefits.

Graduation Pictures and classroom pictures were taken.

Summer Camp planning underway and notices are going out.

Fundraising

Nicole is talking to St. Judes about Trek-a-thon (bikes) fundraiser.

Dianna will be coordinating dinners, bake sales, raffles as school fundraisers.

Newsletter & Webpage

Jen will talk to Dianna about room reports and a “note from the assistant director” submission to Chris G. by 3/31.

Room Reports

No room reports.

Board Members’ Reports

Policies and Procedures (Nikki) Nikki is completing an SOP update. She met with Nicole and Amanda to plan for migration.

Treasurer (Clinton B.) March-May need to make sure to phase bills to keep account from overdraft. May get overdraft protection.
Tuition increase on 5/1 to kickoff center fiscal year (4%).
Preparing budget to look at next month.
Need Nicole/Dianna to provide stats for how often busses are used, how far they drive, how many kids are transported, etc. Clint will start looking at options for summer back-up and long-term bus plan.
Recommends waiting on 20th Anniversary celebration until next fall when financial reserves have recovered. Nicole suggested possibly combining this into a bigger, better fall festival.

Secretary (Ed F.) Nothing to report.

Vice President (Jennifer M.) Making awards for length of service.

President (Jay L.) Not present

HR Rep. (Sylvia B.) Will let us know date when Mrs. Cohen will be here.

Member Walk-Ons: None

Future Topics: Holding spots in Room 2 and Priority rules for Room 1 (Nikki)

Attendance:

BOD: Jen M, Nikki W, Clint B, Ed F, Sylvia B

SFEI Staff: Joy, Nicole D

Members: